

ASSA ABLOY

SMARTair TS 1000



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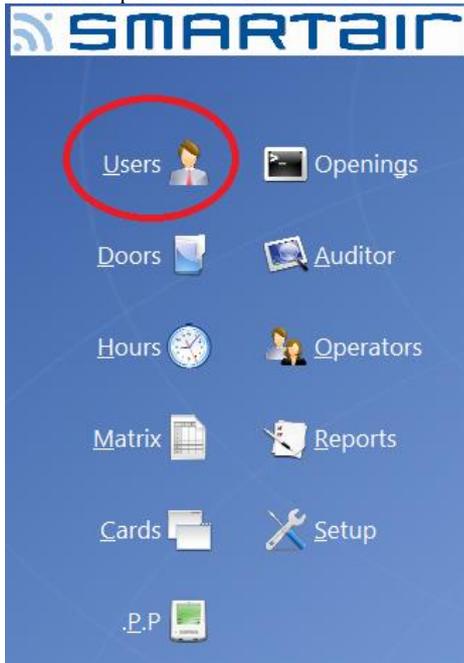
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History- Modifications

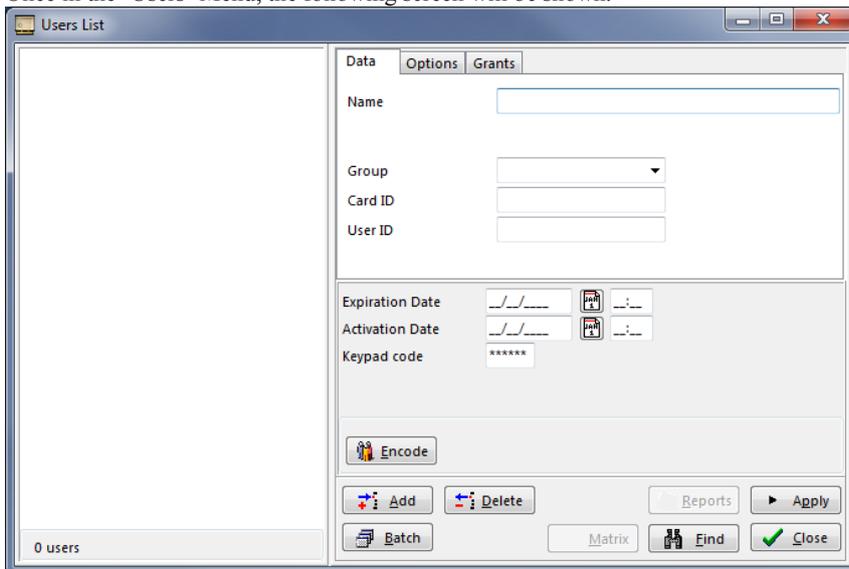
Version	Modification
Concept	Not for distribution
V1.0	SMARTair TS1000 manual V6.03a

1 Users

The first step is the creation of Users in the 'Users' menu.



Once in the 'Users' Menu, the following screen will be shown.

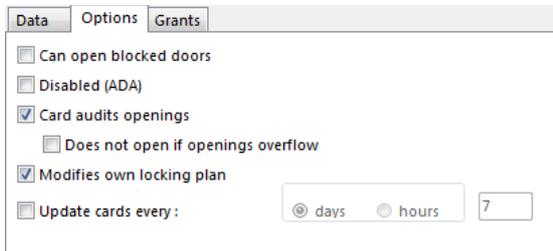


1.1 User Fields (Data Tab)

- “Name” The User’s Name
Note: User name text shown in ‘Blue’ indicates the User’s Card has not been programmed or modifications to their access rights have not been transferred to the Card
- “Group” Optional Groups which Users can be associated with. These assist in report generation, assigning access rights and display functions in the “Matrix”.
- “Card ID” The card number will be filled in automatically when encoding the User card.
- “User ID” Optional Field for additional User information
- “Expiration Date” Option to set a User Expiration Date & Time
- “Activation Date” Option to set a User Start Date & Time
- “Keypad Code” An optional 4 Digit PIN which may be assigned to the User for Keypad operations
- “Encode” Button used to Encode User’s Card/s (provided the card Encoder is connected) The Card ID will now be added by the encoder. Please, only encode the cards after creating all doors and the locking plan matrix! If not all modifications can be written to the card, this will be indicated on the screen.
- “Add” Add a new User
- “Delete” Delete this User
- “Find” Enables searching on ‘Name’ or ‘User ID’ fields when the database is large
- “Apply” Saves changes made to Users
- “Close” Closes the ‘Users’ Window

- “Matrix” Matrix will display All Users in the selected Group with their Door Access rights, including Time Zone restrictions. Modifications to Group member Matrix options can also be made here.
- “Reports” Once ‘User’, ‘Doors’, ‘Time Zones’ and the ‘Matrix’ have been completed, clicking on the “Reports” button will display a report on the specified User showing their access rights and Time Zone restrictions.
- “Batch” Ability to assign options to multiple Users simultaneously

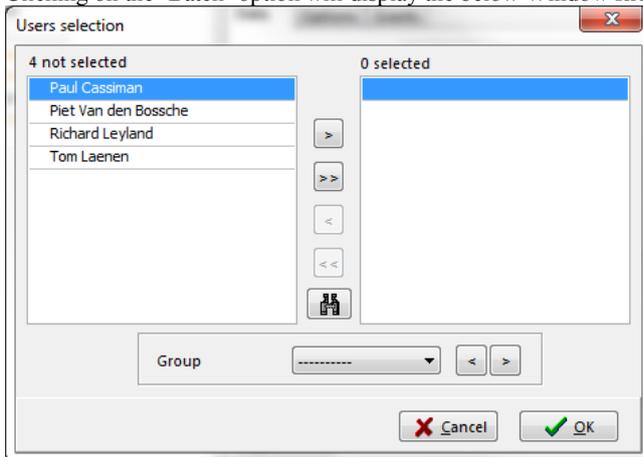
1.2 User Fields (Options Tab)



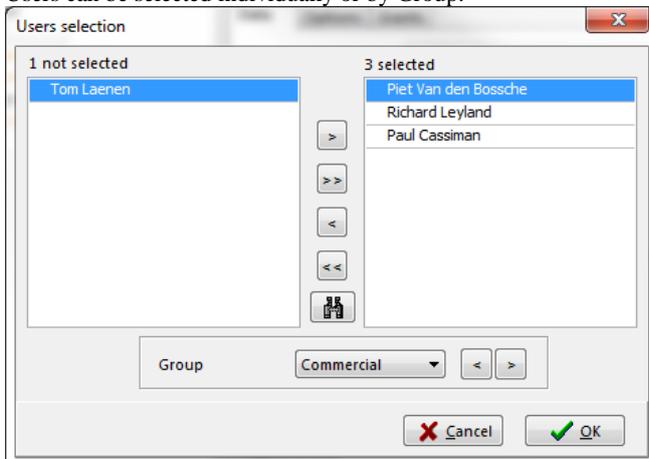
- “Can open blocked doors” If door is blocked by a special “Block card”, this user can still open the door;
- “Disabled (ADA)” The door open time will be double, so disabled people will have more time to open the door. The door open time can be max. 16 sec.!
- “Card audits openings” Event log is also written on the card.
- “Does not open if openings overflow” If the event log memory on the card is “full”, the events must be first read into the system, only then the card can have access again at the door(s)
- “Modifies own locking plan” The memory in the card is also used for modifications of the locking plan.
- “Update cards every” If this is used, the card must be updated every x time. If the card is not updated, the card will no longer be valid.

1.3 Batch Option

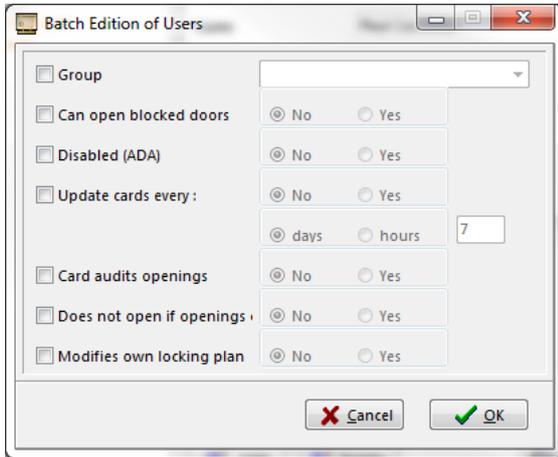
Clicking on the ‘Batch’ option will display the below Window showing all Users in the Database.



Users can be selected individually or by Group.



Once the relevant Users or Group of Users have been selected, pressing ‘OK’ will display a second Window showing options available to these Users.



For explanations see point 1.2

1.4 Reports

User	Group	Door	Time zone	Open	Privac	State
Paul Cassiman	Main doors	Back door	Administra			==>
	Technical doors	Boiler room	Always			
Piet Van den Bossche		Boiler room	Always			==>
Richard Leyland		Boiler room	Always	@	@	==>
Tom Laenen		Boiler room	Always		@	==>

Clicking on the 'Report' Button whilst in the 'User' Window will produce a report specific to that User's access rights.

The Report information includes the following;

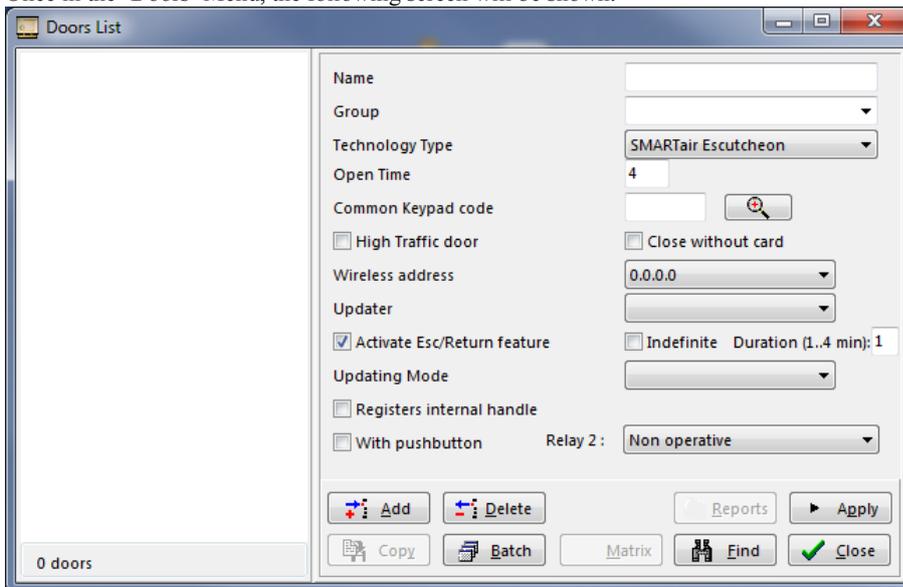
- "User" Name of the User
- "Group" The optional Group the User belongs to
- "Door" List of Doors the User has access through
- "Time zone" If the User is restricted by a Time Zone and the Descriptive Name of that Time Zone
- "Open" if the @ symbol is shown, the User can leave the door open or in 'Passage' mode
- "Privacy" if the @ symbol is shown, the User can override Privacy mode
- "State" ==> Means the User's Card/Credential has not been programmed or updated with the User's programmed Locking Plan
 <=== Means the User's Card/Credential has been programmed with the current User's Locking Plan

2 Doors

Once the Users have been created, the next step is to create the Doors list.



Once in the 'Doors' Menu, the following screen will be shown.

The screenshot shows the 'Doors List' configuration window. The window title is 'Doors List'. On the left, there is a list area showing '0 doors'. The right side contains a configuration form with the following fields and controls:

- Name: Text input field
- Group: Dropdown menu
- Technology Type: Dropdown menu (set to SMARTAir Escutcheon)
- Open Time: Text input field (set to 4)
- Common Keypad code: Text input field with a search icon
- High Traffic door:
- Close without card:
- Wireless address: Dropdown menu (set to 0.0.0.0)
- Updater: Dropdown menu
- Activate Esc/Return feature:
- Indefinite: Duration (1..4 min): 1
- Updating Mode: Dropdown menu
- Registers internal handle:
- With pushbutton: Relay 2: Dropdown menu (set to Non operative)

At the bottom, there are several buttons: Add, Delete, Reports, Apply, Copy, Batch, Matrix, Find, and Close.

2.1 Door Fields

“Name”	Door Name
“Group”	Optional Groups Doors can be associated with. These assist in report generation, assigning access rights and display functions in the “Matrix”.
“Technology Type”	Choose the type of Escutcheon, Wall Reader, E-Motion Cabinet Lock, Energy Saver, Knob Cylinder, Updater and their technology type (Off-line, Wireless) Depending on the hardware type and technology more or less settings will disappear from the “Doors” menu!
“Open Time”	The time in seconds the period the lock will remain unlocked when activated. Max. time is 16 seconds.
“Common Keypad code”	Only available for devices with a Keypad, a User 4 digit Pin can be entered for the door.
“Close without card - Privacy overrides passage”	If the lock has a Privacy switch, the activation of the switch will override the passage mode if this was activated
“Activate Esc/Return feat.”	Ask your installer/dealer for more detailed information.
“Add”	Add a Door to the Database
“Delete”	Delete a Door from the Database
“Batch”	Modify the properties of multiple doors simultaneously
“Apply”	Save changes
“Close”	Close the Doors Window
“Find”	Enables searching on ‘Name’ or ‘Door ID’ fields when the Door database is large
“Matrix”	Matrix will display All Doors in the selected Group along with All Users, including Access Rights and Time Zone restrictions. Modifications to Group member Matrix options can also be made here.
“Reports”	Once ‘User’, ‘Doors’, ‘Time Zones’ and the ‘Matrix’ have been completed, clicking on the “Reports” button will display a report on the specified Door showing all Users and their access rights and Time Zone restrictions.
“High Traffic Door”	Do not tick this option unless instructed by ASSA ABLOY support staff.
“Wireless address”	Will be entered by the system when programming wireless locks by the installer/dealer.
“Updater”	Will be entered by your installer/dealer.
“Updating Mode”	Will be entered by your installer/dealer.
“Register internal handle”	Will be entered by your installer/dealer.
“With pushbutton”	Will be entered by your installer/dealer.
“Relay 2”	Will be entered by your installer/dealer.

3 Hours



After programming Users and Doors, it is possible to define Time zones to allocate to either Users or Doors. It is not compulsory to define ‘Hours’ in creating a locking plan as it only affects the functionality of the system.

In the Hours menu there are 5 Tabs: ‘Hours’, ‘State Table’, ‘Updating Mode’, ‘Calendar’ and ‘Daylight Saving Time’

Hours	State table	Updating Mode	Calendar	Daylight Saving Time
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3.1 Hours Tab

In Hours tab menu it is possible to define up to 14 different Time zones, each with up to 5 periods.

In the above example, ‘Administration’ users are defined to have a Time zone from Monday to Thursday between 09.00 to 13.00 and 13:30 to 17:00. On Fridays, their valid times are different, from 09.00 to 14.30

Note: the “Color in Matrix” option allows for a different color to be assigned to each Time zone which will be shown in the Matrix, allowing the Matrix information to be more easily read.

3.2 State table Tab

In ‘State table’ menu it is possible to define up to 16 different State Tables (door functionalities) for Doors and up to 20 zones in the system.

The doors can be configured in this way:

- “Open” The lock will be in ‘Passage’ or free entry mode
- “First User” If the lock is programmed to automatically open at a specific time, the ‘First User’ option will prevent the door from unlocking until a valid User has first entered the door.
- “Common Keypad” Only available for Locks/Readers with a Keypad, a User 4 digit Pin can be used to enter the door.
- “Standard” The lock is locked and requires a valid Card/Credential to gain access.
- “Card + Pin” Only available for Locks/Readers with a Keypad, a valid Card/Credential must be presented first, followed by a User 4 digit Pin to enter through the door.
- “Dual user” Two valid Cards/Credentials must be presented to the lock in order to gain access.
- “Pin + Card” Only available for Locks/Readers with a Keypad, a User 4 digit Pin must be entered first, followed by a valid Card/Credential to enter through the door.

In the above example, a ‘State table’ with the name of “Shop open time” has been created to automatically open nominated doors at 08:00 Monday through Friday and lock them again at 17:30 on each of those days.

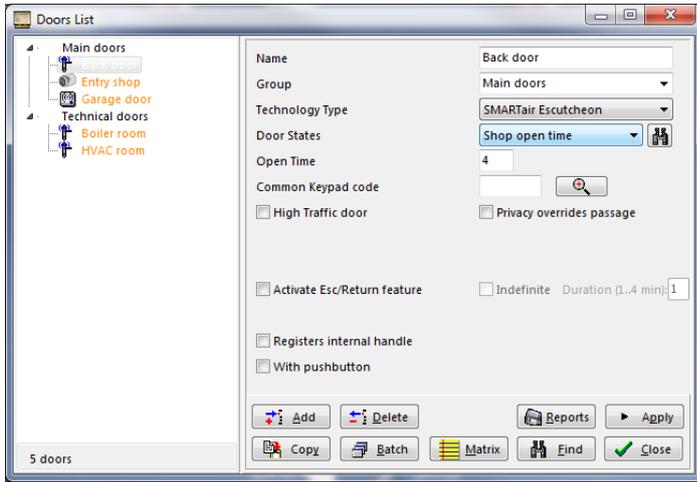
Once a ‘State table’ has been created, a “Door States” field will be available for each door on the system, with a drop down box allowing any one of the programmed ‘State tables’ to be selected for the selected door.

Check box “Door can be left open or close” : By default if a state table is used, the manual possibility (if user has this right programmed in the matrix) to change the state of the door is deactivated. When checking the box “Door can be left open or close” this possible becomes available again.

In the top example the user(s) can manually change the door state all day.

In the example below, the user(s) can only change the state of the door between 08.00 and 17.30.

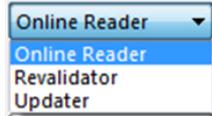
At 17.30 the door goes to the standard mode and the state cannot be manually be changed by the user(s) to prevent leaving the door in open mode by mistake...



3.3 Updating Mode Tab

In 'Updating Mode' menu it is possible to define up to 10 different Updater functionalities for Updaters.

The Updating modes can be configured in this way:



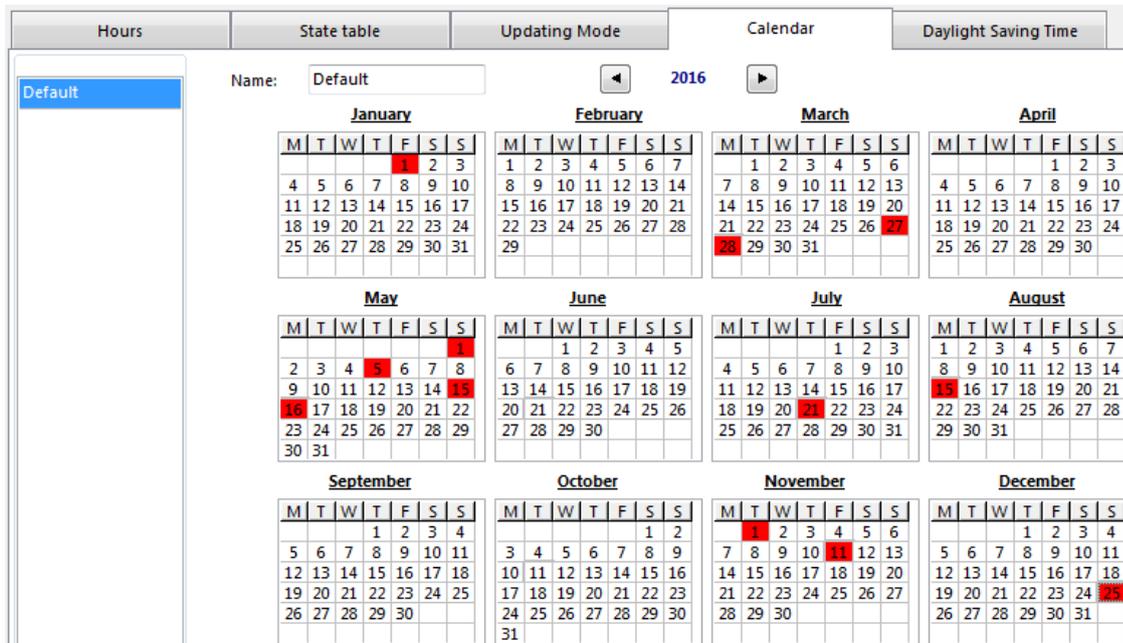
- “Online Reader” The reader will work as an normal Online Reader, card will not be updated.
- “Revalidator” The reader will only reactivate card, no update. See point 1.2
- “Updater” The reader will always update the card with the latest locking plan info.

3.4 Calendar Tab

Specifically for either User access or Automatic Door unlock times, there may be Public Holidays where you wish to stop these functions and access levels occurring.

In order to prevent automatic door unlock periods or User access on Public Holidays or other nominated days, double click on each date in the calendar to highlight the day in 'Red'.

Save the Calendar with a nominated Name and then these Holidays can be specified in the 'Hours' & 'State table' Tabs.



Hours	State table	Updating Mode	Calendar	Daylight Saving Time
Administra	Name: Administra	Color in Matrix: Yellow		
Technical	From: 09:00	To: 13:00	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
Timezone 3	From: 13:30	To: 17:00	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
Timezone 4	From: 09:00	To: 14:30	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
Timezone 5	From: :	To: :	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
	From: :	To: :	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	

Hours	State table	Updating Mode	Calendar	Daylight Saving Time
Shop open time	Name: Shop open time	Door can be left open or close		
	From: 08:00	Action: Open	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
	From: 17:30	Action: Standard	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	

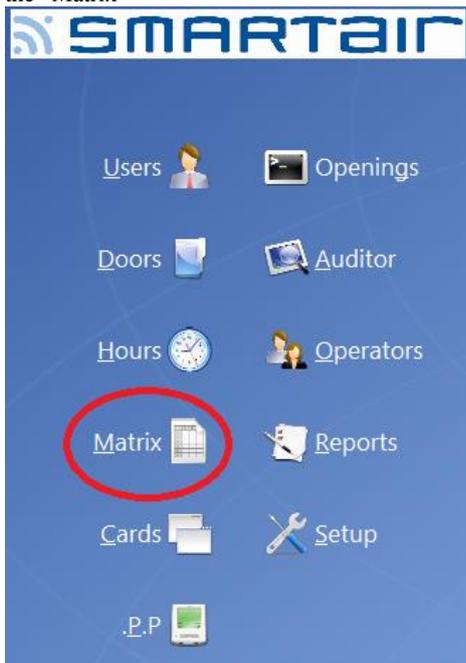
3.5 Daylight Saving Time

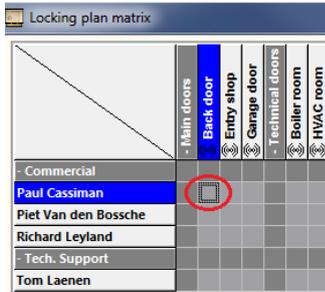
Although this Tab and option is normally updated by Windows, it can also be manually set.

Hours	State table	Updating Mode	Calendar	Daylight Saving Time
◀ 2016 ▶				
Change time 1	Action	Change time 2	Action	
27/03/2016	<input checked="" type="radio"/> Set the official time 60 minutes forward <input type="radio"/> Set the official time 60 minutes backwards	30/10/2016	<input type="radio"/> Set the official time 60 minutes forward <input checked="" type="radio"/> Set the official time 60 minutes backwards	

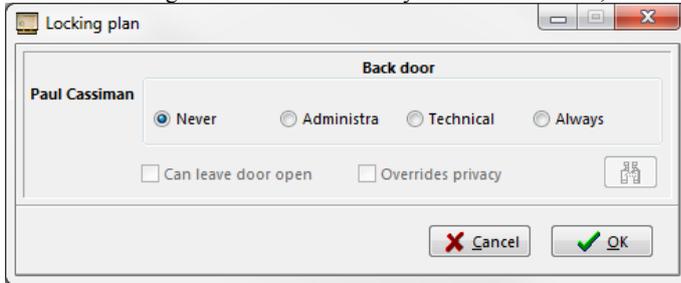
4 Matrix

Once the Users (who), Doors (where) and Hours (when) have been created is necessary to complete the Locking Plan within the “Matrix”





Each intersecting box relates to a User and a Door. By double clicking on the box, another dialog box appears with options available with regards to the User’s ability to access that door, whether it be never, always or assigned to a Time zone.



Clicking on Administra or Technical options will restrict the User to the associated Time zone. Once the preferred option is selected, the intersecting box in the Matrix will show the color associated with the option selected. This is why it was important to select a different color when creating Time zones in the “Hours” menu.



The default color in the Matrix for ‘Always’ is Green. The default color for ‘Never’ is light Grey.

4.1 Can Leave door open

Clicking on this option allows the User to put the nominated Lock into Passage Mode by double badging their Credential. When this option is ticked, a “o” will appear in the Matrix box.



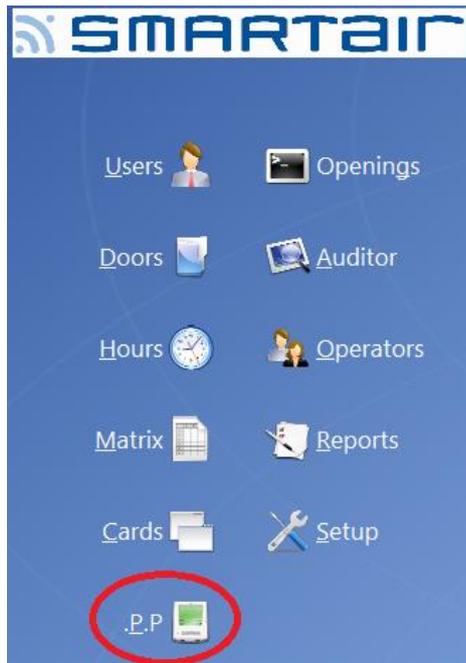
4.2 Overrides privacy

In case of having electronic privacy SMARTair locks, clicking on this option the user will be able to override the privacy mode. When this option is selected, a “+” will appear in the Matrix box.

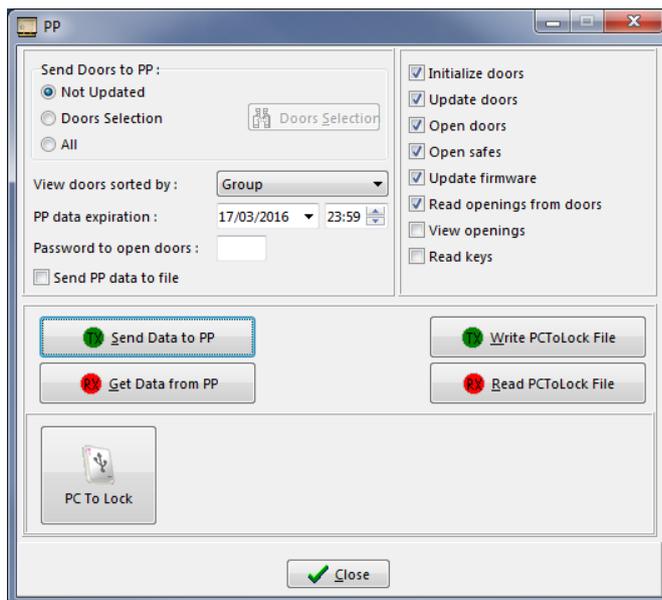


The Matrix must be completed for all Users and doors before exiting.

5 P.P. (Portable Programmer)



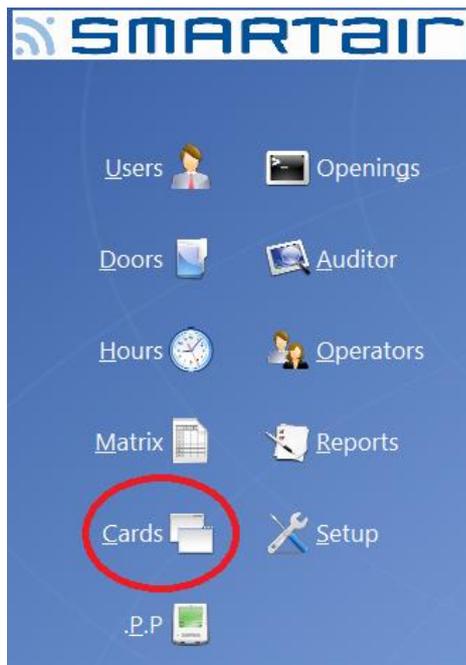
Once the Locking Plan has been completed, it is necessary to transfer all information to the P.P (Portable Programmer) and initialize the SMARTair locks.



In general, Send “Not Updated” doors to the programmer and initialize/update the doors.
After initializing/updating the door(s) reconnect the PP to the software and click on Get Data from PP.

For more details on the use of the Portable Programmer, please refer to the specific Portable Programmer Manual.

6 Cards



Make sure the encoder is connected to the PC and then click on the Cards menu.
Place the user card on the encoder and the system will read the user card and display the info of the user on the screen.

7 Openings



In the openings menu, we can see who has opened, what door and when they opened them.
If the user did not have access, the reason will be shown also.

To have openings in the system, you must read the card of the user (via cards menu) or go to the door with your PP and upload the Openings from the lock.

For more details on the use of the Portable Programmer, please refer to the specific Portable Programmer Manual.

8 Auditor



In the auditor menu, we can see who has opened the software and what they have changed in the system.

9 Operators



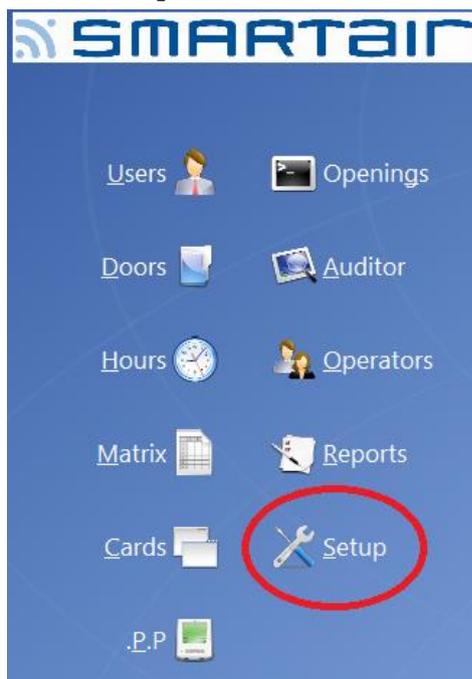
In the Operators menu you can add, delete and modify users for the software. Make sure there is at least one user with full access rights (administrator). Limit the access rights for normal users to tasks they need in their normal job. Special system settings and configuration should only be possible by the administrator!

10 Reports



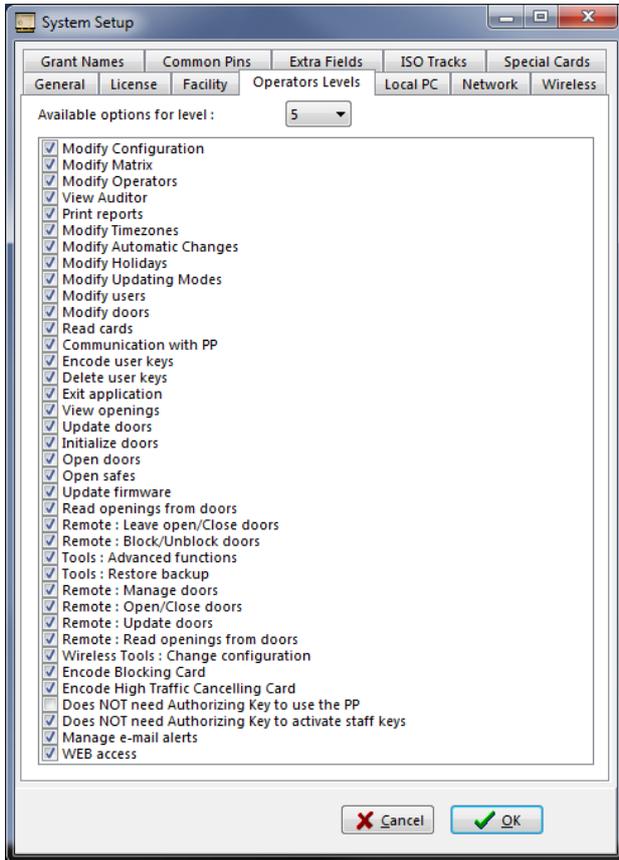
In the reports menu you can select different reports and output them to a printer or a file for further use.

10.1 Setup



Most of the setup tasks should be done by your installer/dealer.

The only thing of interest is the Operators Levels Tab.



The default level is number 5 and this is the “administrator” level. Level 1 to 4, can be freely defined for normal users. In the Operators menu (point 9) you can select the appropriate level for the user(s).

11 Wireless

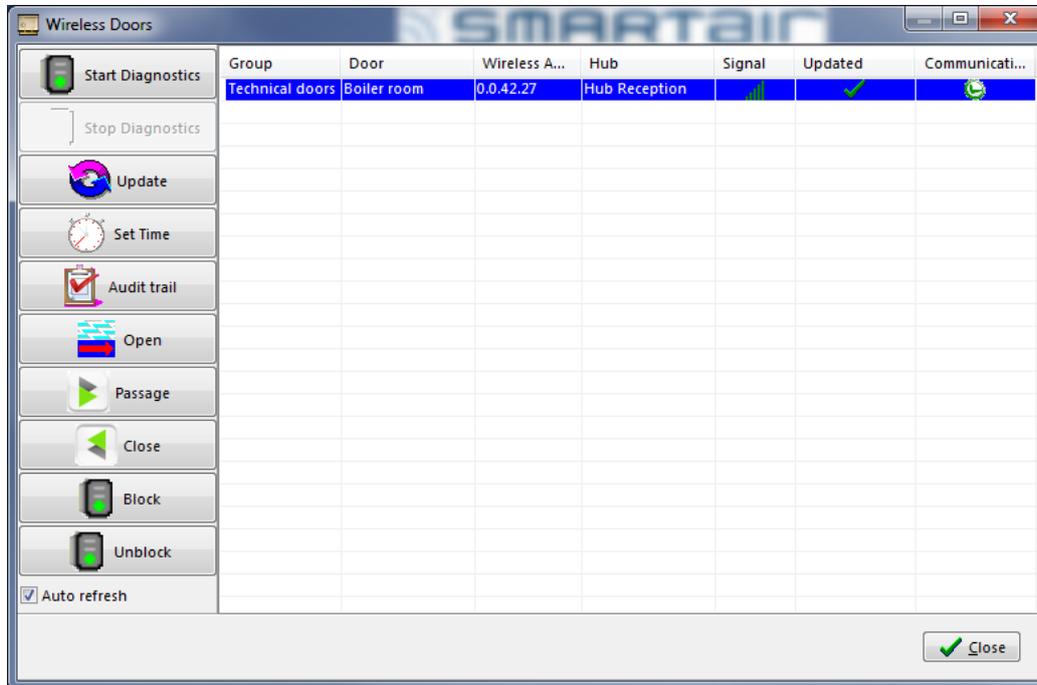


The setup of the Wireless locks should be done by your installer/dealer.

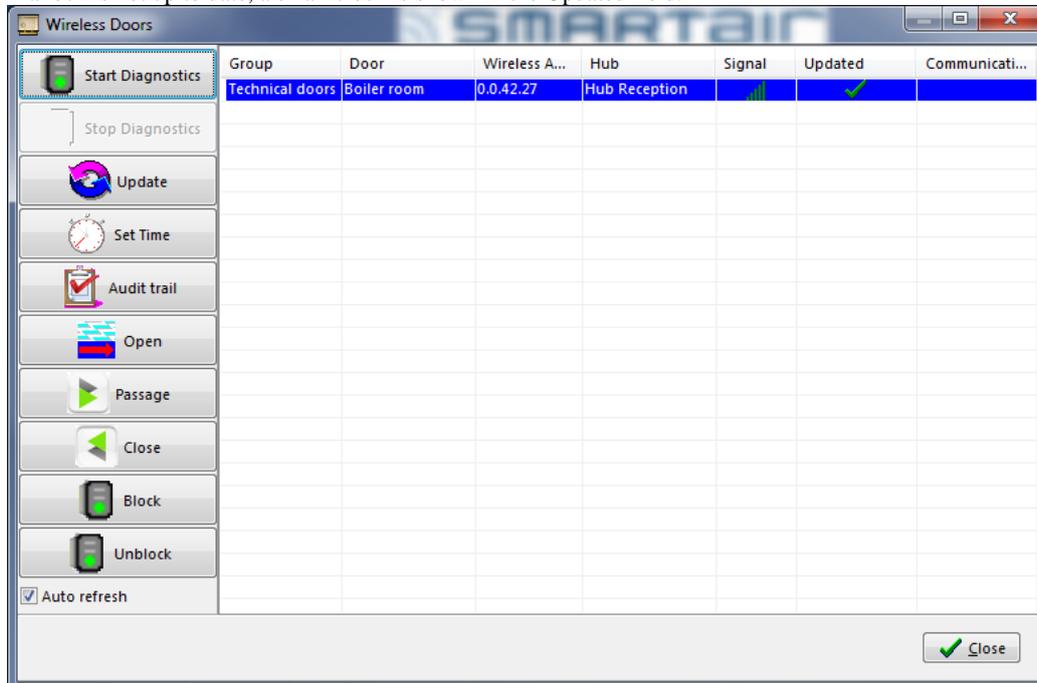
11.1 The different buttons:

- “Start Diagnostics” This will start diagnostics on the selected lock(s)
- “Stop Diagnostics” This will stop diagnostics on the selected lock(s)
- “Update” This will start the update on the selected lock(s)

- “Set Time” This will set the current pc time in the selected lock(s). This must be done at least once a year or after a battery changes.
- “Audit Trail” This will download the event log of the selected lock(s). These events can be viewed in the Openings menu (point 7)
- “Open” This will remotely open the lock for the defined open time. See point 2.1
- “Passage” This will open the door permanently.
- “Close” This will close the door again after opening the door via the Passage button.
- “Block” This will block the door for everyone
- “Unblock” This will unblock the door again after it was block via Block button.

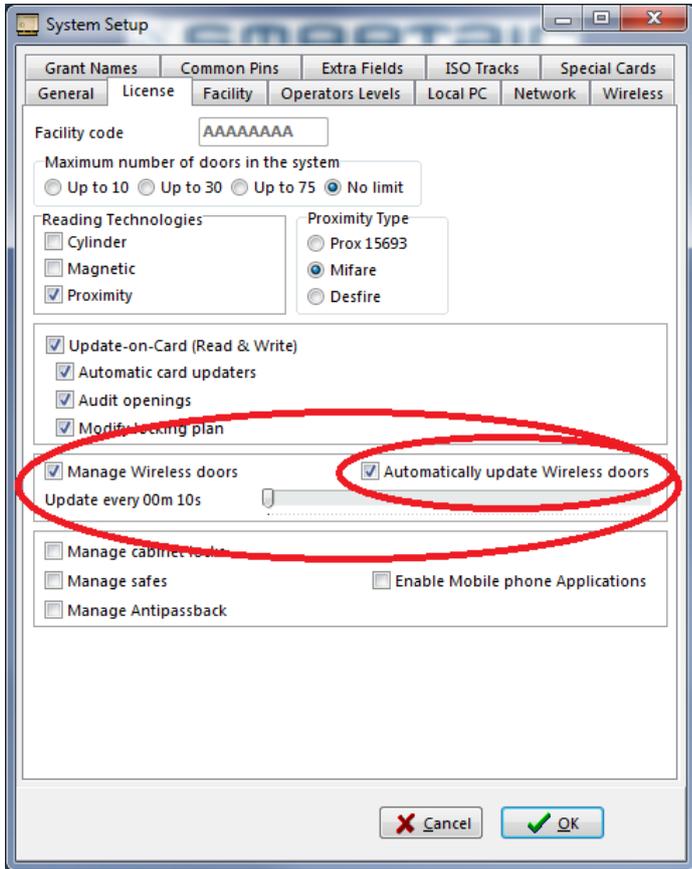


If a lock is not up to date, a small clock is shown in the Updated field.



An update can be made manually by clicking the Update button or automatically by setting up the automatically update Wireless doors function in the setup menu in the License tab.

Note that when selecting a very short time (for ex. 10 seconds) that this will have a negative influence on battery life! In most cases an update every 15 minutes is ok.



For more details on the use of Wireless devices, please refer to the specific SMARTair Wireless Manual.